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**TITLE: R&M.RMSPEC.MGMT.I**

**POSITION TITLE:** R&M Supv (I, II)

**POSITION CATEGORY:** Repair & Maintenance

**REPORTS TO (JOB TITLE):** R&M Mgr

**DUAL REPORT**

Job Purpose

R&M Supervisor has responsibility for coordinating and leading the day-to-day shop operations of Repair and Maintenance activities. The role enforces the proper implementation of company guidelines, technical work instructions, test procedures, schematics, engineering notices, and best practices. Further responsibilities include ensuring that direct reports are trained and competent to perform specific related tasks, preserving a healthy and safe environment, and maintaining top-quality control over all maintenance activities.

Roles & Responsibilities

**SAFETY, SECURITY & COMPLIANCE**

· Maintains the highest standards of corporate governance, ensuring that all activities are carried out ethically and in compliance with Company's Security, Compliance & HSE policies, Management System, relevant laws, regulations, standards, and industry practices and complies with the Company's Rules to Live By

· Places Quality, Health & Safety, Security and protection of the Environment as core values while never intentionally placing employees, our processes, customers or the communities in which we live and work at risk.

· Seeks continual improvement in Health, Safety, Security & protection of the Environment, taking into account responsible care, process vulnerabilities, public, customer and employee inputs, knowledge and technology and best business practices to exceed customer expectations.

· Supervisors & Managers should demonstrate effective safety leadership for the health and safety arrangements of all subordinates and for any persons visiting them while on the Company premises.

**QUALITY**

· Responsible for being familiar with the Company's Quality policies and takes an active role in the compliance and improvement of Weatherford’s Management System

· Maintains service quality as immediate priorities when working across all areas of the business and continually seeks areas for improvement.

**OPERATIONS**

· Accountable for Maintenance team achieving KPI’s and Team Goals

· Leads the maintenance team at the location and defines the scheduled preventative maintenance of the equipment in accordance with Weatherford documented policies and procedures.

· Ensures that all Non-Conformity Reports (NCRs) are followed up to closure with Root Cause Analysis (RCA) determining the cause of failures and performing corrective actions following documented company policies & procedures.

· Resolves customer complaints regarding employee’s performance or services rendered.

· Oversee 24 hrs on-call support for customer requirements and operations.

· When required, assists, and guides junior R&M personnel during complex troubleshooting on a wide range of electronic, mechanic, pneumatic, and hydraulic equipment, including data acquisition systems and downhole tools to determine the cause of failures and perform corrective maintenance in accordance with Weatherford's documented policies and procedures?

· Lead inventory demand forecast review with R&M planner to define a reliable and feasible weekly and monthly production plan.

· Manages preventative maintenance and modifications on a wide range of electronic, mechanical, pneumatic, or hydraulic equipment, including data acquisition systems & downhole tools, and ensures all personnel involved follow their operational instruction and maintenance procedures.

· When required, assists, performs, and may lead testing and calibration tasks of tools following documented policies & procedures?

· Evaluates the quality, proficiency, and efficiency of the workshop tasks by performing regular inspections to ensure compliance with Operating Procedures

· Completes and monitors the completion of Work Orders, AIRTs, PFTs, Forms, Checklists, Repair Requests and ensures all relevant databases are maintained accurately.

· Complies to the Work Order (WO) labor time log by monitoring the correct clocking in/Out in the time tracking system.

· Submits and monitors the requisition of parts, supplies, and equipment from catalogues or approved suppliers according to Weatherford’s guidelines and procedures.

· Supports and complies with the LEAN initiatives and participates in the facility's continuous efficiency improvement program.

· Responsible to lead Shop Daily Meeting, identify deviation in daily processes and define countermeasures to achieve daily objectives aligned with Safety, Quality, Delivery and Cost for Work Cell

· Responsible to maintain Lean Management System and make sure the employees are trained and have full adherence to the tools (SDM, PDCA PS, KAIZEN, 5S, Visual Management, FIFO, Heijunka, etc.) for Work Cell

· Responsible to assign employees for specific workstations inside the work cells in order to balance the workload and achieve the daily planned production for Work Cell

· Responsible to define Root Cause Analysis using PDCA-PS and assign responsible and team member for the exercise.

· Conduct weekly Lean Management System Audit to check adherence of the processes, define actions to correct deviations for Work Cell

**COMMUNICATION**

· Maintains effective communications with all key stakeholders both internal and where appropriate external.

· Supervisors & Managers should clearly communicate expectations, roles and responsibilities to their reports.

· Where required, will report all equipment failures and troubleshooting requirements to the R&M Manager

· Ensures that the workshop personnel are aware of the latest developments for equipment, facilities, technical development programs, QHSSE, finance reports, including the distribution of operational letters such as Engineering Change Notification (ECN) and technical alerts, among others.

**FINANCIAL**

· All employees have an accountability to the organisation to be financially responsible whether they are in charge of a function budget or simply their own expenses.

· Costs incurred should be within approved budget, processed within agreed time frames & following the relevant financial policy and procedure.

**PEOPLE & DEVELOPMENT**

· Employees have a responsibility for developing their own careers within the Company including completing all necessary function, compliance & business standards training to enhance their knowledge, skills and experience.

· Employees should engage on a regular basis with their line manager to discuss their personal performance, objectives, and opportunities to enhance their skills and experience to support their career potential.

· Supervisors are expected to actively engaging their employees to support talent management through Weatherford's performance management process, including but not limited to talent assessments, succession planning & regular coaching opportunities.

· Supervisors should collaborate with Human Resources & Training Development to drive strategies for the recruitment & retention of key personal & to foster an environment that supports the attraction & retention of a high performing talented workforce.

**VISION & LEADERSHIP**

· Demonstrates leadership, ethical behaviour, and adherence to Weatherford standards at all times.

· Identifies opportunities for improvement and general needs regarding personnel, facilities, equipment, processes, procedures, and documentation.

**Experience & Education**

**REQUIRED**

· 4-5+ years related experience

· High School diploma (or Secondary School Diploma or equivalent)

**PREFERRED**

· Electrical, Electronics, Mechanical, or Electromechanical Engineering Degree

**Knowledge, Skills & Abilities**

**REQUIRED**

· Understanding of basic administration and management; Strategic planning, resource allocation, production methods, and coordination of people and resources

· Fundamentals of Mechanics, Electricity, Electronics, Pneumatics, and Hydraulics

· Basics of Root Cause Analysis

· Fundamentals of Inventory Management and resource planning

· Operations monitoring & management of personnel resources.

· Critical thinking, active learning & listening, complex problem solving.

· Proficient reading and writing skills, strong judgment, and decision-making to be in line with policies & procedures.

· Time management

· Ability to read and understand information and ideas presented in writing.

· Ability to react effectively and efficiently in operating tools and machinery.

· Good oral expression and comprehension to communicate effectively with others.

PREFERRED

Travel Requirement: This role may require domestic and potentially international travel of up to:  <10%

JOB DESCRIPTION SCOPE

This job description’s purpose is to offer some details on the scope and depth of the role and its interaction with other roles with the organisation, through a focus on key criteria. It cannot capture the entire scope of the role. The document is generic in nature and offers consistency in role content from the early career level to more senior levels. The Company’s expectation is that the holder of the role understands and accepts that its expectations will be potentially greater from those in more senior roles than those at an early stage of their career. Responsibilities may well be greater, and their decisions will have greater impact on the function and organisations performance. The Company reserves the right to amend the content of the job description to better reflect the changing scope of the role with or without notice.

HUMAN RESOURCES ADMINISTRATION

**CAREER PATH** **LEVEL**

**EXECUTIVE** I -
V **Make Selection**

Holds management accountability for a business, division, major geography, corporate function or major corporate sub-function. Develops, establishes & approves long terms strategy for the area managed

**MANAGEMENT** I –
V Level I

Achieves goals through the work of others. Responsibilities inc; performance management, merit review, training & development. Focus is on managing others and applying operational or strategic management skills

**PROFESSIONAL** I -
VII **Make Selection**

Applies a theoretical knowledgebase to work in order to achieve goals through own work. Characterised by specific functional expertise, typically gained through formal education. May provide guidance to others using technical expertise

**TECHNICAL** I –
V **Make Selection**

Performs technical work, often in support of professional roles. Requires vocational training or the equivalent experience. Performs duties according to established procedures

**SUPPORT** I –
V **Make Selection**

Performs clerical or administrative work, requires vocational training or the equivalent experience and performs duties according to established procedures

**OPERATIONS** I –
V **Make Selection**

Performs operational, craft or manual tasks. Typically requires vocational training, apprenticeship or equivalent experience. Performs task according to established procedures.

GEOZONE ADDENDUMS

The job description template is a generic document designed to improve the quality, consistency and accuracy of the information regarding the Company’s expectations for the position. Individual countries may have some regulatory requirements that are required to be included in the job description. Any specific country requirements are captured in their specific Geozone addendum, which should be issued to the employee with the job description document.